Welcome to the ICU REPORT®.

Main Menu

The Guide and Tools button provides access to the ICU REPORT® content and printable improvement templates. The entire document can be accessed, or a hyperlinked table of contents allows you to select sections for review or printing.

Select the Team Member Admin(istration) button to set up or edit team members or view the Index feature.

Several actions are available from this screen.

1. Add a team member, or edit the team member or user information.
2. Email the team member(s) information.
3. View the ICU Index® when completed by the user (field changes from gray to black).
4. Request support.

When finished, the team leader can return to the main menu or go to MySCCM.
Add Team Member/Edit User:

A user name for each team member is populated automatically. Type in the remaining fields, then assign and confirm a password. Passwords should be characters, words, or numbers a team member will remember but not something that anyone might guess. When the fields are completed, click on the Add User tab. Team member information can be edited at any time.

Email Team Member(s):

To email team members, click on the appropriate Email Select box(s). This allows the team leader to invite new members to participate. Send emails individually or select multiple team members for group distribution. The email will provide team members with their login information via a customized message.
The message the team member receives looks like this:

**SCCM ICU REPORT Login Information**

Dear (team member’s name),

You have been entered as a participant in ICU REPORT (Resource, Evaluation and Patient Outcomes Tool), an online activity to help our team improve operations, team work, quality and care delivery in our intensive care unit. This email contains a unique link, login ID, and password, providing you with access to the activity. Please retain this information for your records.

The activity should be easily completed within 20 minutes or less. ICU REPORT allows you to start and stop to accommodate any interruptions; however, you should complete all required tasks within 7 days of receipt of this email. Thank you for your participation, and please contact me if you need any assistance.

Team Leader’s name
Team Leader’s email

**2012 ICU Report Login Page**
Username: 5555_3
Password: supericunurse

**View ICU Index:**

The ICU Index® radar graphs are generated for individual participants. These can be viewed by clicking on the **View Index Tab**. Team aggregate results are also available. Note that the radar graph is organized so that 10, or the outermost circle, is optimal. The further inward the survey data points appear on the graph, the greater the opportunities for team discussion and subsequent improvement.
Adding Additional ICU Index™ Assessments

It can be informative to survey participants again after improvement work, or to create additional assessments for multiple ICUs and compare results across facilities. The initial assessment serves as a starting point in understanding improvement opportunities. To add additional assessments from the team leader main menu, click on the Team Member Admin(istration) button:

On the ICU Team Leader Administration screen, click on Create Next Assessment. As depicted above, the new assessment will appear.